

# Regina Coeli Catholic Primary School

Job Description		
<b>Job Title:</b>	<b>Lunchtime Supervisor</b>	<b>Reports to: Lunchtime Supervisor Coordinator</b>
<b>Grade Range:</b>	<b>Grade 1 - Scp 1-3</b>	<b>Work Pattern:</b> <b>Term Time Only including INSET days</b>
<b>Role Purpose and Role Dimensions:</b>	<p>Oversee the care and supervision of the children during the lunch break.</p> <p>Supervise, support and encourage pupils in eating their meal and playtime activities.</p> <p>To be responsible for the health, safety, welfare, good conduct and safeguarding of all pupils.</p> <p>Carry out first aid.</p> <p>Report incidents in line with school policy.</p> <p>Duties and responsibilities of the post may change over time as requirements and circumstances change. The person in the post may also be required to carry out such other duties consistent with the grade from time to time.</p>	
<b>Commitment to Safeguarding, Equalities &amp; Diversity:</b>	<p>Displays commitment to the protection and safeguarding of children. Values and respects the views and needs of children.</p> <p>Demonstrates a commitment to fundamental British values and an awareness of how these can be promoted in direct work with children. Be aware of and support difference and ensure all pupils have equal access to opportunities.</p> <p>The School has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and to promote its policies in their own work, to undertake any appropriate training and to challenge racism, prejudice and discrimination. This includes respecting and valuing the different experiences, ideas and backgrounds others can bring to work and to teams.</p>	
<b>Person Specification:</b>	<ul style="list-style-type: none"> <li>▪ Requires knowledge of school procedures for supervision of midday meal service and playground activities.</li> <li>▪ Excellent communication skills together with the ability to communicate fluently in English to fulfil the requirements of the post.</li> <li>▪ Ability to relate well to children and adults.</li> <li>▪ Work constructively as part of a team.</li> <li>▪ Use initiative and respond to incidents.</li> <li>▪ Display commitment to the protection and safeguarding of children.</li> <li>▪ Participate in development and training opportunities.</li> </ul>	
<b>Essential Skills &amp; Abilities:</b>		

<b>Key Accountabilities:</b>	<b>Key Elements:</b>
<u>At mealtime:</u>	<ul style="list-style-type: none"> <li>▪ Ensure that the pupils move through school quietly and behave in an orderly and socially acceptable way in the dining hall.</li> <li>▪ Encourage pupils to be independent in clearing away after a meal. Teach the pupils to keep the floor clean.</li> <li>▪ Establish constructive relationships with pupils and interact with them according to individual needs. Promote the inclusion and acceptance of all pupils.</li> <li>▪ Encourage pupils to select and eat healthy balanced meals.</li> <li>▪ Oversee and participate in dining arrangements this includes the cleaning up of spillages of food or liquid during meal service and wiping down of tables and clean dining areas between meals.</li> </ul>
<u>In Playtime:</u>	<ul style="list-style-type: none"> <li>▪ Set up and run activities for pupils in playground areas, teach games and encourage good behaviour.</li> <li>▪ Deal promptly with conflict and incidents in line with the school's Positive Behaviour Policy.</li> <li>▪ Ensure pupils are dressed appropriately for the weather.</li> <li>▪ Ensure that pupils are not in the building when they should be outside and that the toilets are used sensibly.</li> <li>▪ Be aware of any pupils with special needs who may need extra awareness in the playground or at lunch.</li> <li>▪ During wet play supervise children in a classroom, read a story or play games.</li> </ul>
<u>Communication with others:</u>	<ul style="list-style-type: none"> <li>▪ To recognise and report on child protection issues according to the school's Safeguarding Policy.</li> <li>▪ Be aware of timetables and school events by looking in the staff room.</li> <li>▪ Communicate any general concerns to the class teacher at the end of the lunchtime.</li> </ul>
<u>Support for the School:</u>	<ul style="list-style-type: none"> <li>▪ Be punctual and reliable.</li> <li>▪ Appreciate and support the role of other professionals. Attend and participate in relevant meetings as required. Participate in training and other learning activities and performance development as required.</li> <li>▪ Be aware of and comply with policies and procedures relating to child protection, health, safety and security, GDPR, reporting all concerns to an appropriate person.</li> <li>▪ Treating all information acquired through employment, both formally and informally, in confidence.</li> </ul>